



**USAID/Ghana** is looking for a highly motivated and qualified Ghanaian to join the Health Team as **Senior Program Management Assistant**. The successful candidate will be responsible for performing a range of program, administrative and financial management tasks for the HPNO HIV/AIDS portfolio. He/She will support the USAID PEPFAR (President's Emergency Plan For AIDS Relief) in accomplishing key budgetary and program reporting requirements, and will serve as Technical Advisor or Contract/Agreement Officer's Technical Representative (COTR/AOTR) on small contracts and grants.

(Please contact [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov) or <http://www.usaid.gov/gh/employment/index.htm> or <http://www.usaid.gov/westafrica/employment/index.htm> for or a detailed job description)

**Education & Prior Work Experience:** A minimum of a bachelor's degree in administration, business studies, social sciences, accounting or related field is required. At least 5 years of progressively responsible experience in program-related work is required. Administration of international development programs, with demonstrated expertise in planning and monitoring of USG-funded technical assistance activities, finance tracking and preparation of Country Operational Plans as well as experience in organizing programmatic, technical and administrative information for decision-making is required.

**Skills and abilities:** Ability to interact effectively with a broad range of counterparts, to perform routine financial and administrative tasks and to determine the right way to respond to unusual requirements in a fast-paced environment is required.

**SALARY RANGE: GH¢14,003 – GH¢21,003 p.a. (depending on qualification and experience)**

Interested individuals should submit cover letter and curriculum vitae with referees to:

**The Senior Program Management Assistant Position**

USAID/West Ghana  
P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra

Or by Email: [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)

**CLOSING DATE: May 27, 2010. Late applications will not be considered**

**(Please note that only short-list applicants will be contacted.)**